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Sent: Monday, February 09, 2004 11:21 AM
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Subject: Army's e-Learning Program
Importance: High

This is such a great program that I would urge you to give it widest dissemination.

In my role as AMC proponent for civilian training, I am pleased to advise you of a tremendous training source called the Army's e-Learning Program. This program is available to the total Army workforce - active duty soldiers, all members of the Army National Guard and Reserve, all Department of the Army civilians, all ROTC students, and non-appropriated fund employees. The Army's e-Learning Program is primarily intended to satisfy the information technology (IT) training requirements of the Army workforce through computer/Web-based courseware. The courses are provided by SkillSoft, an international producer and distributor of interactive server-based training solutions. Army's e-Learning catalog includes hundreds of on-line IT courses. Courses are offered at all levels of experience. For beginners, there are courses teaching Microsoft Office (Word, Excel, PowerPoint, Access), as well as other basic computer fundamentals classes. Computer-savvy employees can opt to take courses in programming languages, network technologies, and Enterprise database systems, etc. Moreover, courses spanning a wide spectrum of business skills are also available, e.g., business strategy and operations, finance, human resources and administration, management and leadership, and project management. Perhaps, best of all, the e-Learning program is centrally funded by the Army Chief Information Officer/G-6, so no costs are incurred by the individual or his/her parent organization.

This program has existed for two years. However, the Army Chief of Staff and the Administrative Assistant to the Secretary of the Army signed an HQDA Letter dated 8 January 2004 that codifies the program. I have attached this letter for your ready reference. It outlines the purpose, proponent and exception authority, applicability, pertinent references, scope, background, responsibilities, and policies and procedures inherent in Army's e-Learning Program. Items of particular interest include the responsibility that MACOM commanders and/or HQDA agency supervisors will -

- · allow employees access to the e-Learning during duty hours for organization and mission required training and provide the employee with an environment conducive to learning;
- · consider allowing employees access to e-Learning during duty hours for self-development; and
- · revise their training processes and ensure that workforce training plans identify the Army's e-Learning offerings to meet IT required skills.

Regarding this last point, the HQDA Letter further states that if an Army organization has a compelling reason for not using the e-Learning Program for meeting IT needs, they must submit a waiver request signed by their commander/director (SES or General Officer) to the Army e-Learning Office at cbt.help@secbmail.belvoir.army.mil <mailto:cbt.help@secbmail.belvoir.army.mil>. Waiver requests will be processed within three days. There is an appeal process specified, but the overriding message of the HQDA Letter is that the Army's e-Learning Program is the "program of choice" for meeting IT training needs.

An AKO account (<http://www.us.army.mil>) is required in order to register. The student must first register online through the ATRRS Web site (<https://www.atrrs.army.mil/channels/eLearning/smartforce>). After initial registration, any member of the Army workforce may enroll for an unlimited number of courses for organizational and mission-related requirements, as well as for individual and personal goals.

I fully support the Army's e-Learning Program and encourage its wide-spread use within AMC. Endorsed by an Army Audit Agency audit in July 2002, the Army's e-Learning Program provides an efficient, effective and affordable means to attain and maintain necessary (and ever-changing) IT skills as well as many business-related skills.

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Warmest Regards,

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